



————— Iowa —————

A Program of Iowa Association for the Education of Young Children

SPONSORING PROGRAM PROCEDURES HANDBOOK

Iowa Association for the Education of Young Children

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www.iowaaeyc.org



Iowa Association for the
Education of Young Children

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An Affiliate of **naeyc**

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SCHOLARSHIP OVERVIEW

HISTORY

TEACH (Teacher Education And Compensation Helps) Early Childhood® was created by Early Years and started in North Carolina in 1990. It was designed to increase the level of education of teachers working with children age birth to five, while making college education affordable, decreasing turnover, and increasing wages.

Over the past several years, the program has received national attention due to linking teacher education and compensation. TEACH has expanded to over 20 states. Every state receives one license to offer TEACH; Iowa has held a TEACH license since 2003. The Iowa Association for the Education of Young Children (Iowa AEYC) holds the Iowa license for TEACH. We have a variety of contracts to help early care and education providers work toward credentials or degrees in early childhood education.

ADMINISTERING AGENCY:

Iowa AEYC is a statewide, nonprofit organization dedicated to improving the well-being of all young children, with focus on the quality of education and developmental services for those age birth through age five. As an affiliate of the National Association for the Education of Young Children (NAEYC), Iowa AEYC draws on their leadership, resources, and knowledge to better serve our members and the state. Membership is open to all individuals who share a desire to serve and act on behalf of the needs and rights of all young children. To learn more, visit our website, www.iowaaeyc.org, call 1-800-469-3292.

COUNSELOR'S ROLE:

Our TEACH Counselors have a minimum of a bachelor's degree in ECE or a related field and a variety of experience in the ECE field. Counselors provide college and scholarship counseling to recipients and sponsoring programs. They process scholarship paperwork and communicate with colleges and universities. Counselors are available to assist when you have questions regarding your scholarship.

SPONSORING PROGRAM'S ROLE:

- Pay for percentage of tuition and books for recipient (varies by type of contract)
- Give Release Time (varies by number of credits and type of contract).
- Provide Compensation in form of raise or bonus, if applicable, upon completion of each TEACH contract (varies by type of contract).
- Continue to support and encourage your employee on their professional development journey.

CONFIDENTIALITY:

Iowa AEYC agrees to respect and maintain confidentiality of all personal information (i.e. wages, ID numbers, personal data, etc.). We keep all confidential information in a secure place. Iowa AEYC will not sell your personal information.

FUNDING:

We appreciate the financial support of our partners to improve the professional development of early care and education that ultimately benefits young children in Iowa. The following are our current funders:

- Health and Human Services - Federal funding through the Child Care Development Fund
- Health and Human Services - Early Childhood Iowa Professional Development
- Health and Human Services - Maternal Infant and Early Childhood Home Visitation (MIECHV) funds
- Child care programs statewide that sponsor TEACH recipients.

TEACH at a Glance for Supervisors

1. After your employee has been approved for a scholarship, review and sign the contract.
2. Make a plan for release time before courses begin:
 - You have the entire semester to give the release time, regardless of the class length:
 - Fall: August 15 - December 31
 - Spring: January 1 - May 15
 - Summer: May 15 - August 15
 - The number of credits taken by your employee may change each semester, so be sure to check in and make a plan at the start of each semester.
 - Release time documentation ([Form C](#)) is due 30 days following the end of the semester.

Number of credits TEACH is supporting per semester	Total # of hours of release time	Amount reimbursed by TEACH (\$15/hr)
1	16	\$240
2	32	\$480
3 +	48	\$720

3. Billing/Reimbursement:
 - TEACH will pay tuition in full, directly to the college/university. (At 4-year schools, we pay the public undergraduate university rate and the student pays the difference on their own.)
 - Your program can expect a bill or reimbursement check after the 15th of the month following the end of the semester (January 15, June 15, September 15).
 - TEACH will bill for your portion of tuition and books and credit release time.
 - The process is the same for recipients. Programs and recipients never exchange money related to the TEACH scholarship. Programs never pay money directly to the college.

NOTE: Any claim forms that are not turned into us within 30 days after the end of the semester will not be reimbursed.

4. At the end of the contract:
 - TEACH will send a letter when it's time for you to provide a raise or bonus if applicable.
 - Sign a new contract if you plan to continue to support your employee on a TEACH scholarship.
 - Send updated wage information to TEACH

CHANGES THAT COULD AFFECT TEACH CONTRACT:

Sometimes a recipient's or your plans change. We want you to be aware of what changes could impact the recipient's contract:

- Change in recipient's hours or position
- Failed or withdrawn course
- Employment status changes
- Enrollment status at the college changes

WHEN TO CONTACT A TEACH COUNSELOR:

- Recipient is considering changing jobs or is no longer employed in your program
- Number of hours worked by your staff or age group changes
- Program contact information changes
- Class status changes

ELIGIBILITY FOR TEACH

To be eligible for a scholarship an applicant must:

- work in a regulated preschool, child care center, or home program for at least 30 hours per week. Part day models are available for those working at least 20 hours per week.
- work with children birth to preschool in your current program
- be working toward an early childhood degree, credential, or endorsement at an Iowa college (or would like to be)
- have the support of your employer
- have worked in your current setting at least 90 days for the associate scholarship
- have worked in your current setting at least 6 months and have at least 60 college credits already completed for the bachelor scholarship

NOTE: For licensure renewal scholarship, applicant must be within one year of current license expiration date, take six college credits for renewal, and already hold an early childhood bachelor degree or early childhood endorsement to a teaching license.

APPLYING FOR A TEACH SCHOLARSHIP

We have scholarships to help with college coursework in early childhood for: CDA credential and/or credit for renewal, college certificate, college diploma, 3-6 credit model, associate degree, bachelor degree, early childhood endorsement, and credits for teacher licensure renewal.

To obtain a paper application, applicants can go to the Iowa AEYC website, email teach@iowaaeyc.org or call 515-331-8000. Applicants can also complete the online application, <https://iowaaeyc.org/programs/teach/apply/>. Applicants must complete the application and include:

- Copy of HHS license or registration certificate (unless regulated by the Department of Education)
- Copy of IQ4K certificate (if applicable)
- Copy of NAEYC/NAFCC accreditation (if applicable)
- Income verification (current paycheck stub, Schedule C, etc.)
 - We must have your annual schedule C to continue to be eligible
- Financial aid (FAFSA) proof of application (not applicable to CDA assessment or applicants with a bachelor's degree)
- Copy of prior college transcripts (unofficial copies are accepted)
- Complete participation agreement statements for recipients and for programs (if applicable)

A TEACH Counselor will email to inform an applicant of approval for a TEACH scholarship. If approved, they will receive a welcome letter, contract, instructions, and forms.

APPLYING TO A COLLEGE OR UNIVERSITY

Recipients need to choose an accredited college or university in Iowa. See our [College Resource Directory](#) to find more information about Iowa's choices for ECE programs. Recipients may apply to the college or university of their choice by visiting their website or contacting their admissions office. If in need of general education requirements, we recommend an associate level scholarship before moving on to the bachelor scholarship, due to cost. TEACH can only support tuition at the undergraduate public university rate. If recipients choose a private college, they will have to pay the additional cost themselves or through other forms of financial aid. The sponsoring program is not responsible for any of this additional cost.

MAKING TEACH WORK FOR YOUR PROGRAM

BENEFITS TO YOUR PROGRAM BY HAVING EMPLOYEES ON TEACH:

- TEACH recipients average a much lower turnover rate (<10%) compared to the rest of the field (30%).
 - Turnover costs, on average, \$2,200 each time a teacher is replaced.
- Educated staff help your program work toward quality initiatives such as NAEYC accreditation or IQ4K Rating.
- Early childhood courses count toward the required staff training for HHS so you will have lower training costs.
- Your staff on TEACH will be committed to staying a minimum of two years (longer if contracts are renewed).
- Educated teachers provide higher quality care.

CHOOSING THE RIGHT STAFF TO PARTICIPATE IN TEACH:

We want your staff and program to be successful on the TEACH scholarship. Here are some things to consider when choosing an employee to sponsor.

- Does your program want a commitment of two or more years of employment from this person?
 - Does the employee have good work habits (reliable attendance, punctual, positive attitude, etc.)?
 - Does the employee demonstrate appropriate attitude for a career in this field?
 - Does the employee demonstrate appropriate skills with parents (listen to concerns, maintain confidentiality, etc.)?
 - Does the employee demonstrate good attitude and skills with co-workers (respectful, assume a fair share of work, share ideas and materials with coworkers)?
- Do you want or need this employee to earn a degree or CDA because of Head Start standards, NAEYC accreditation, statewide voluntary preschool program, IQ4K, or another standard/initiative?
- Does the employee have time and energy to commit to college?
- Has the employee completed all mandatory minimum licensing training?
- Does he/she seek improvement by participating in workshops, classes, or groups?
- Does he/she set goals for self?

DEVELOPING PROGRAM POLICIES:

Your program may want to develop a sponsorship plan for the TEACH Scholarship employees. Here are some things to consider:

- How many employees can be on TEACH at one time (this could increase over time and may depend on financial aid received.) Consider starting with 1-2 people the first semester that your program participates and grow your involvement with TEACH over time.
- Decide how to choose the employees supported on TEACH, if more than the allowed number are interested.
- Consider a policy for an employee who leaves your program before fulfilling their TEACH commitment. Will you create your own contract to reimburse the program for costs incurred, if applicable? (The TEACH contract only requires the scholarship recipient to pay TEACH for costs incurred by TEACH)
- Decide how and when staff on TEACH can receive release time. The supervisor and employee should make this decision jointly. The program can have a say in how and when this time is taken. Come up with a plan on who documents this time and returns it to TEACH at the end of the semester.

CHOOSING A MODEL:

TEACH offers several models or options for participating programs (Raise, Bonus, or Plus +). [Model choices](#) are provided on our website. We recommend that you speak with a TEACH Counselor with any questions about these choices.

FOR CENTER/SCHOOL BASED PROGRAMS:

The **Raise model** requires the program to give a minimum of a 4% raise, beyond any raise that everyone at the program might receive, upon contract completion. The program would pay 10% of tuition and books. This option spreads the expense over a long period of time.

In the **Bonus model**, TEACH would give the first half of the bonus when a contract is completed, and the program would give a second bonus six months later. The program would pay a larger percentage for tuition and books on this model.

A **Plus (+) model option** is available if your program cannot pay anything toward the raise or bonus. TEACH gives both bonuses when a contract is completed, but the program pays a larger portion of tuition and books.

Pell or other grants are applied first for tuition and books. The program would have no tuition and/or book costs if the student receives full Pell or other grants.

HOW MUCH WILL IT COST?

Visit the [cost calculator](#) to explore the average cost for each model option.

WAYS TO SUPPORT STAFF WHO ARE ON TEACH:

- Acknowledge their educational achievements (Dean's List, completed credential or degree, etc.)
- Ask the teacher to share ideas from a class at a staff meeting.
- Announce the teacher's scholarship award at a staff or parent meeting, at a board meeting, etc.
- Ask staff how their classes are going and what you can do to be supportive.
- Help parents understand the benefits of education for the staff and the children in their care.

STARTING WITH TEACH—REIMBURSEMENT FORMS AND PROCEDURES

CONTRACTS

REQUIREMENTS AND ELIGIBILITY:

The contract must be signed by the recipient, by the sponsoring program, and TEACH. This shows that all parties have read, understood, and agree to the terms of the TEACH contract. It outlines the recipient's and your program's responsibilities for tuition and books. Each semester the recipient and the program are responsible for a percentage of the tuition and books. Most contracts run for a 12-month period, based on the semester they started with TEACH.

Recipients must agree to complete a minimum of 9 credits within the contract year, but can take a maximum of 18 credits. It is recommended that they do not take more than 6 credits each semester. If unable to complete the minimum 9 credits in the contract year, recipients may be eligible for an extension of a semester if funding allows. If they choose to go over the maximum number of credits without approval, they will need to pay for these credits on their own.

All recipients must meet their college's requirements for admission and graduation. TEACH reserves the right to terminate an existing contract and/or discontinue additional contracts for failure to meet these requirements. Recipients failing to meet the graduation requirements of one college may not transfer colleges in order to remain eligible in the TEACH program. Additionally, recipients must communicate in a professional and courteous manner with TEACH and college and university staff and faculty. TEACH reserves the right to discontinue work with recipients for any reason.

REGISTERING FOR CLASSES:

Before a recipient can register for classes, they must submit their semester course information with the course number, name of the classes, and the number of credits for each class to their TEACH Counselor. This information can be sent via email, or phone before the semester starts. (Example: ECE 103, Intro to Early Childhood Education, 3 credits.)

TEACH Counselors must approve the classes. Recipients should let us know immediately if they have any class changes after registration. TEACH will only pay for each class *once*.

The recipient needs to register for classes on their own with their college. If they have questions about how a class is scheduled, what information is presented, etc., they will need to talk with their college/instructor.

The contract states the number of credits that TEACH will pay for during the 12-month contract. Recipients will not be allowed to go over the maximum number of credits without prior permission from the sponsoring program and the TEACH Program. Over credit approval is never guaranteed. Prior grades will factor into this decision, as well as availability of funding. Not that this may cost the sponsoring program additional money in tuition and books, based on the number of credits taken.

TUITION PAYMENT:

After TEACH receives the contract and approves the recipient's classes, a Charge Approval is sent to the college or university stating that TEACH will pay the tuition for the approved classes. (If recipients are on a bachelor scholarship, TEACH will only pay the undergraduate public university rate per credit and recipients will be billed privately for the difference.)

The college or university will send TEACH a bill. Although TEACH pays the bill for the approved coursework, applicants and sponsoring programs are still responsible for a percentage of the tuition, based on the contract. If a recipient receives Pell or other grants, they are applied to tuition before TEACH is billed. Sponsoring programs and recipients do not pay the college directly for tuition. If your program is responsible for release time, TEACH will wait to process your program's check or bill at the end of the semester, after we have received the Release Time Form ([Form C](#)). Our database will compute the balance, and TEACH will send you a reimbursement check or bill at the end of each semester. If your program receives a bill, payment is expected by the due date shown on the invoice.

ADDING, DROPPING, OR WITHDRAWING FROM A CLASS:

Recipients must notify their TEACH Counselor if they plan to add, drop, or withdraw from a class during the semester. If you know that the recipient is no longer taking college coursework, you can also let us know. Recipients must drop a class before the college's financial drop date to avoid tuition charges. If classes are not dropped in time, tuition will still be charged to TEACH, the recipient and the sponsoring program. Financial drop dates differ from academic drop dates. Some colleges incur charges of any classes attended.

If a recipient doesn't drop or withdraw from a class before tuition is charged, or they fail a class, they have two options:

1. Retake the class or equivalent, at their own expense, as soon as the class is offered again.
2. Pay TEACH for the costs of the class and reimbursements so TEACH can pay for the class when retaken.

For most contracts, the recipient must successfully complete a minimum of nine credits to be eligible for compensation. Failed classes do not count toward fulfillment of the nine minimum credits per contract. If a failed class is retaken later, the new grade can replace the failed grade and the credits can be used to complete the contract.

BOOKS:

Recipients are responsible for purchasing or renting books. They send TEACH a completed Book Reimbursement Claim Form ([Form B](#)) with copies of itemized book receipts as soon as they can during the first half of the semester. If a recipient's books are fully covered by Pell, TEACH still needs their Form B, but they can simply note that Pell covered books. We would still like the books itemized for our records. Even when no books are purchased, a Form B must be sent each semester recipients are active on TEACH.

TRAVEL/INTERNET STIPEND:

Recipients are eligible for the \$100 travel/internet stipend each semester that they are registered for at least one class on TEACH. Once TEACH has received and paid the tuition bill and received the Form B with copies of receipts, we will process the recipient's semester reimbursement or bill.

SHORTENED TERMS:

If a recipient's college or university has short terms, they may be combined into one semester. For example, if both terms are between August and December, we will put both terms under fall semester. Recipients will only be paid one travel/internet stipend and release time based on the total number of credits for those two short terms. They should wait to send their Form B until they have purchased all of their books for both short terms.

RELEASE TIME DETAILS

Release time is a required component of the contract. It is meant to acknowledge the time commitment the recipient is making to their education and to your program.

Recipients should meet with their directors/supervisors before the semester starts to discuss when and how to take release time. The hours need to be documented on the [Form C](#) and can be completed by the director/supervisor or the TEACH recipient.

- Most recipients attend classes at night or online. It is not required that their release time be used to attend daytime classes.
- When you and the recipient sign the Form C, you are confirming that the information is accurate.
- Release time can be used to study, attend class, or to attend to other tasks.

For each semester credit in which a recipient enrolls, they are eligible for 16 hours of release time during that semester. Release time maxes out at 3 credit hours or 48 hours of release time per semester. This time can be used to attend class, study or attend to other tasks. Ideally, recipients will take a portion of this time weekly, but it needs to be agreed upon with you.

If a recipient starts the scholarship mid-semester, TEACH does not require that your program give all of the release time hours, but encourage the program to give as many hours as you are able. Release time hours can be spread throughout an entire semester, even if a class is only 8 weeks.

Sponsoring programs are reimbursed for a portion of this cost. To receive reimbursement from TEACH, a center must submit the Center Staff Release Time Claim Reimbursement Form ([Form C](#)) at the end of the semester. When you and the recipient sign the Form C, you are confirming that the information is accurate. Wait to send the Form C until after all release time is given. Let the TEACH Counselor know if you are having any problems giving the required release time. Forfeiting release time could cause the recipient's contract not to be renewed.

FORM DEADLINES:

Semester	Semester Dates	Final date to turn in forms
Spring	January 1-May 15	June 1
Summer	May 15-August 15	September 15
Fall	August 15-December 15	January 15

WHEN NOT TO GIVE RELEASE TIME:

- Part-day contracts are not eligible for release time.
- During the summer semester if your program is not open during the summer.
- Any semester a recipient is inactive or not taking classes.
- Directors and assistant directors are not eligible for release time.

WHEN CAN RELEASE TIME BE GIVEN?

Release time can be given anytime during the semester that a course is taken, even if it is a fast track or short course that does not span the whole semester.

WHAT ARE SOME WAYS TO GIVE RELEASE TIME?

Suggestions:

- Allow the teacher to come in late or leave early during the week, while ratios are lower
- Pay for lunch breaks that are normally unpaid
- Use release time instead of personal/sick leave
- Pay for holidays that are normally unpaid
- Give small increments of time throughout the week rather than large chunks
- A substitute could be hired specifically to cover TEACH recipients. This usually works best for programs that sponsor TEACH contracts for several employees.

HOW DOES RELEASE TIME WORK FOR STUDENT TEACHING?

If the teacher does not work in the sponsoring program during student teaching, then no release time would need to be given. If the recipient is still working some hours at the center each week where they are employed, while student teaching elsewhere, the program and individual can decide if/how they plan to use release time. TEACH can reimburse the program for this time if the program pays for the recipient to have release time.

GRADES:

Once recipients have finished their semester class or classes, they need to send a grade report **within 30 days** after the end of the semester. This may be sent by email or fax, and needs to be authentic from the college or university. Grades submitted in a timely manner will ensure TEACH's ability to continue their scholarship. The recipient's name must be on the grade documentation.

COMPENSATION:

Upon successful completion of the contract (12 months and at least 9 credits), recipients will receive compensation in the form of a bonus or raise, depending on their contract. Compensation letters will be sent from TEACH when a contract is completed and paperwork is submitted (grades, wages, etc).

BONUS PAYMENTS:

Bonuses are usually given in two installments from TEACH or a combination of the sponsoring program and TEACH. The first installment of the bonus is paid by TEACH. The sponsoring program will be reminded with a letter to pay the second portion of the bonus six months later, if applicable. Recipients must provide proof that they have received the bonus from the program with a copy of the check or paystub within one month of receiving the bonus.

RAISE PAYMENTS:

The sponsoring program will issue a raise of at least 4% (above and beyond any raise that all employees receive) upon successful completion of each contract period. TEACH will send a letter when it is time for the program to issue the raise. Recipients need to give TEACH proof that they have received the raise from the program with a copy of the check or paystub within one month of receiving the raise.

COMMITMENT:

After the contract is completed, recipients agree to continue employment in their current sponsoring program for an additional 12 months. They must work at least the same number of hours (minimum of 20 for part time or 30 for full time) during the contract year and commitment year.

LEAVE PROGRAM BY CHOICE OR TERMINATION:

Programs should notify TEACH if a recipient leaves your program. If recipients leave the sponsoring program before the commitment year is completed, they forfeit all future bonuses and raise payments, and may be billed for the cost of their TEACH scholarship. The sponsoring program will be reimbursed for release time that was incurred before the recipient left the program. The program is liable for their share of the cost of tuition or books that was incurred prior to the end of their employment.

TAKE A BREAK FROM COLLEGE:

If recipients need to take a break from college and are still employed in your program, their contract will be considered withdrawn. They will need to be re-accepted to TEACH to start a future contract. They may need to repay TEACH for costs incurred from their earlier contract, depending on the circumstances.

LAID OFF:

If recipients are laid off for reasons outside their control, we cannot continue to support them on a scholarship. They may finish their current semester, but need to be employed in another program that is willing to sign a TEACH contract, in order to continue with our support.

EMPLOYER CHANGES:

If your program has any changes (for example: the program is bought by a different agency), please notify us. The new employer will need to agree to the terms of the original contract or sign a new contract. If the employer does not agree to a contract, the recipient would need to be dropped from TEACH, but they would not be billed.

RENEWING THE CONTRACT:

When recipients successfully complete a contract, they may be eligible to renew their contract (pending available funds). If they want to continue, they should contact their TEACH Counselor before the end of the last semester of their current contract. TEACH will send a new contract to be signed and returned along with documentation of hourly income, grades, and new FAFSA results. We track their information through the Information Update Form ([Form U](#)) and will request a recent paystub after the compensation has been received after each contract. They will not need to complete a new application with each contract. If you choose not to support the recipient on a renewal contract, that is your choice. Please let the recipient and TEACH counselor know so a new contract is not sent.

Recipients and sponsoring programs will receive an electronic survey each year. Please complete the survey. We value your feedback!

Completing Degrees and Credentials:

If recipients receive a CDA Credential, certificate, diploma, an associate degree, bachelor degree, or an ECE endorsement, we ask them to send copy of their diploma, transcript or license proving they received it.

SWITCHING FROM ASSOCIATE TO BACHELOR CONTRACT

If recipients are currently on an associate contract, they must first complete their associate contract (12 months and at least 9 credits) and/or an associate degree before they switch to a bachelor contract. They must have a minimum of 60 college credits in order to be eligible for the bachelor scholarship.

STUDENT TEACHING:

Recipients will need to speak directly to their college or university to learn the college's rules for student teaching. Some colleges might allow students to teach in their current program (if the student has already completed student teaching in the past and there is a supervisor who meets the requirements on-site), but many will not. In addition, even within the same college, expectations differ for different students. If a recipient student teaches outside of their program, they are still able to retain the TEACH contract (even though they will not be working the required number of hours per week in their program).

Recipients and the program supervisor need to sign a Student Teaching Agreement Contract, which states that they will remain employed at your program and will be able to return to the program following their student teaching, so they can fulfill their contract year and commitment year. Current Bachelor recipients who are student teaching will be eligible for a stipend, based on the number of student teaching credits enrolled in.

TAX INFORMATION:

All recipients must fill out a W-9 when they apply for the scholarship and should report the taxable funds they receive from TEACH. Recipients receiving more than \$600 in taxable money in a calendar year will receive a 1099 from TEACH.

- Taxable items include all bonuses and all travel/internet stipends.
- Non-taxable items include tuition, book reimbursements, and release time reimbursements to programs.
- There are some expenses that can be deducted on your employee's taxes as educational expenses. They may claim their personal contribution to their tuition and books in this way.

NOTE: We are not tax experts! We encourage recipients to consult a tax advisor or expert.

CDA® ASSESSMENT PROCEDURES:

Talk with a TEACH Counselor or visit our Iowa AEYC [website](#) to find out more about this option.

To apply for a CDA® Assessment Scholarship:

- Complete the [TEACH application](#).
- Once approved, a contract will be sent and must be signed by the center, recipient and TEACH.
- If the recipient has a current associate or bachelor contract with TEACH, they will not need to fill out an additional TEACH application. A new CDA® assessment scholarship contract will be sent for signatures.
- Send the paperwork and all of the items required for applying for the CDA® to TEACH: signed contract, copay from the recipient (not the program, and required screenshots.
- TEACH will let the recipient know when to apply for the CDA® on the Council for the Professional Recognition [website](#). The recipient will send TEACH screenshots of their YourCouncil CDA® customer ID # and the review and payment page. TEACH will let the Council know that TEACH will pay the assessment fee. The recipient will receive a voucher number from the Council that will allow them to continue the application process.
- As part of the online process, the center director will receive an email from the Council for the Professional Recognition requesting they verify their employment. The recipient will not be allowed to continue until this is completed.
- There is no cost to the center for this process. You will have to allow a Professional Development Specialist (PDS) to come and observe the recipient and perhaps provide a substitute at the end of the visit while they talk to the PDS.

To earn the credential, recipients must:

- Have at least 120 clock hours of training (minimum of 9 ECE college credits or 120 hours of community-based training or a combination) training can be tracked on a [training tracker chart](#)
- Have 480 hours of fieldwork
- Complete a Professional Portfolio
- Complete Family questionnaires
- Take an exam at a [Pearson VUE Testing Center](#)
- Be observed by a Professional Development Specialist

When everything is in order, TEACH will keep the recipient's co-pay and make the \$425 application fee to the Council. After their CDA® exam and verification visit from a Professional Development Specialist, they will receive an email stating that their CDA® has been awarded (or denied). If awarded the CDA®, the recipient will receive the CDA® credential in the mail in 2 to 3 weeks or they can print a temporary certificate. They must send a copy of the credential to our office to claim their bonus. In exchange, they must remain in the early childhood field in Iowa for six months following the receipt of their credential. If the credential is denied, the recipient will also be sent an explanation of the appeal process. TEACH can only pay for an individual's credentialing fee once.

Remember that the CDA® is good for 3 years and then must be renewed. More information can be found about that [here](#).

CDA NAVIGATORS:

CDA Navigators work side by side with CDA candidates as they navigate their way through the CDA process to completion. They also build partnerships with community colleges and other training entities that provide education and training for the early childhood workforce. The CDA Navigators will work in a specific service delivery area (SDA) of the state.

CDA Navigators can be reached at cda@iowaaeyc.org.

CONTACTING THE TEACH Counselors:

We encourage program directors or administrators to contact us when you have any questions about the scholarship or ways to make it work for your program. We especially want to hear from you:

- When your TEACH recipient is considering changing jobs or is no longer employed in your program before the end of their contract and/or commitment period.
- When your program has achieved national accreditation or received an IQ4K rating.
- When the number of hours worked by your staff changes.
- When the age group your staff works with changes.
- When any of your program contact information changes.

CONTACT INFORMATION:

Iowa Association for the Education of Young Children

Phone (515) 331-8000

Toll Free (800) 469-2392

Fax: (515) 331-8995

email: teach@iowaaeyc.org

See our [website](#) for more information, applications, paperwork, and forms.

APPENDIX:

[FAFSA](#) Information

[Form U](#)—Information Update Form

[Form B](#)—Center/Preschool Staff Tuition/Book Reimbursement Form

[Form C](#)—Center Staff Release Time Claim Form

[TEACH Marketing Booklet](#)

[College Resource Directory](#)